



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF ACUPUNCTURE**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

BY EXAMINATION

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Three Character Reference Forms
- ☐ Verification of Licensure (if licensed in other jurisdictions)
- ☐ Examination Scores (NCCA)
- ☐ Undergraduate Transcript
- ☐ Medical School/ Professional Training Transcript(s)
- ☐ Preceptor's License (Certified Copy)- if apprentice
- ☐ Preceptor's Certification Letter - if apprentice
- ☐ Affidavit of experience - if apprentice
- ☐ If Foreign Educated, sworn affidavit verifying apprenticeship or foreign education transcript
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$176 for Application and License Fee

BY RE-EXAMINATION

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$65 for Application and License Fee